

## Hallmark 1 - Charity essentials and administration

Name of Hall \_\_\_\_\_ Date of visit \_\_\_\_\_

Visitors Names \_\_\_\_\_ No. of committee members present \_\_\_\_\_

**Note: All items in bold must be achieved and 70% of the remainder, excluding those that are not applicable to your hall**

\* Indicates visitor observation in and around the hall required

	<b>Check</b>	<b>Evidence that needs to be available</b>	<b>Useful information</b>
<b>COMMITTEE</b>			
1	<b>Governing document available for committee members</b>	Governing document	<b>Send to ACT at the time of application.</b> The hall's governing document will be listed on the Charity Commission entry.
2	<b>At least two meetings held annually or as stipulated in the Governing document</b>	Minute book/Governing document	The hall calendar/diary may provide additional evidence that meetings were held.
3	50% of committee attend meetings	Look at minimum of 12 months or 6 meetings	
4	<b>Well-kept minutes</b>	Check minutes are well kept, in order, numbered and a copy has been signed by the Chair. Minutes should show number of committee members attending meetings.	It is good practice for the Chair to initial each page with a hard copy set being safely stored. Copies of the agenda and minutes can be stored electronically so that copies are easily accessible as necessary.
5	<b>List kept of all committee members names and addresses and when they came into office (and when they resign)</b>	Charity Commission annual return or working record. Are all committee members given a list of members and contact addresses?	List of committee members will match the list on the hall's Charity Commission entry.
6	<b>Minutes to record trustees' acceptance of their responsibilities on taking up office</b>	Sight of page in the minutes or copy declarations in which trustees confirm their acceptance of their responsibilities each year.	Standard declaration available from local ACRE Network member.

7	<b>Evidence that organisations (regular user groups) appoint representatives</b>	Minute book & signing of minute book at first meeting after AGM.	Where this isn't a requirement of the governing document, some effort has been made to ensure the committee is representative. e.g. letters inviting user groups to nominate representative for committee
8	Charity Commission CC3: The Essential Trustee and ACRE Information Sheet 17 is given to committee members	Committee members to confirm that all committee members are referred to this document on becoming trustees.	Both documents are recommended reading for new trustees

#### ANNUAL GENERAL MEETING

9	<b>AGM is held annually - in or close to the month that is shown in the governing document</b>	Governing document & minutes taken at AGM.	If the AGM date is significantly different to that in the governing document you will be asked to provide an explanation.
10	<b>Evidence that AGM is conducted correctly i.e. in accordance with the governing document</b>	Governing document / Minute book. Letters asking for user group representatives. Chair elected at the first committee meeting not at the AGM unless governing document says otherwise. Correct number of persons elected (can be less but not more than stated in governing document)	
11	<b>Annual report prepared in accordance with Charity Law for charity type and income level</b>	Sight of report.	Check income level on accounts for further verification.

#### ACCOUNTS

12	Policy in place for financial procedures and reserves	Sight of policy(s)	
13	Well-presented annual accounts	The accounts will be provided	<b>Send to ACT at the time of application.</b>
14	Accounts are independently examined	The signature on accounts and/or Independent Examiner statement will be checked	
15	More than one trustee knows of the 'auditor'/independent examiner	Committee members will be asked to confirm this.	
16	<b>Accounts approved and signed by trustees at meeting before their adoption at the AGM, or in accordance with the governing document.</b>	Check signed and approved in time	All trustees need to be aware of the financial situation, but all the trustees do not need to sign
17	<b>All payments are signed off/authorised by two (unrelated, unconnected) committee members</b>	Provide list of signatories. Be able to explain how the process works. Where there is a policy for financial procedures this will be set out.	Whether your committee makes payments online or by cheque then there needs to be a process for dual authorisation.
18	Accounts indicate that the committee is managing the finances responsibly	Accounts showing a positive balance is desirable. Where there is a shortfall, the committee should be able to draw attention to an appropriate explanation in the annual report and notes to the accounts	

19	<b>Record of all financial transactions either hard copy or electronic.</b>	Books or computer spreadsheet as appropriate. Evidence that receipts are given for any cash transactions.	
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<b>HIRING</b>			
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20	<b>Hiring agreement used for all bookings</b>	Sight of hiring agreement. Evidence that hirers have returned a signed copy or, in the case of electronic bookings hirers have confirmed they agree conditions.	
21	<b>Secure &amp; clear arrangements for access to the hall</b>	Provide evidence that all hirers are aware of the process of accessing the hall whether by key, card, or entry code.	
22	Instructions to hirers on use of the hall	Instructions available in the hall for operating items such as heating, staging, windows and curtains.	
23	<b>Organised payment procedure in place</b>	Be able to clearly explain and demonstrate the procedure for hire payments including process for dealing with deposits whether a paper or online system is used. Evidence should include copy invoices and receipts for deposits.	Where there is an online booking system in place it may be necessary to have access to the system on the day of the assessment.
24	All committee members are clear about the practices and procedures for hiring out the hall.	This can be verbally acknowledged but examples should be given by the committee. Halls should be able to provide evidence using their minutes.	These practices are probably understood by the committee but not necessarily documented i.e., hiring to under 18s, what is done about commercial bookings and deposits, are there different charges for local residents.
25	The practices and procedures for hiring the hall are recorded in a written policy?	Sight of policy	
26	Tidy and/or organised booking diary	Sight of diary	

<b>INSURANCE</b>			
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	<b>Evidence of insurance:</b>	Sight of policy. Certificate of public liability and employers' liability if appropriate. If there is no certificate of public liability, may need to rely on original policy or renewal notice	
27	<b>Building</b>		
28	<b>Contents</b>		
29	<b>Public Liability</b>		
30*	<b>Employers liability insurance certificate current and displayed, if appropriate</b>	Current copy of employers' liability insurance certificate on view (if staff, e.g. caretaker, cleaner etc. are employed)	

31	Committee annually review insurance	Minute book, committee agendas,	Insurance is the committees' responsibility. Any changes to the hall or in the hall's circumstances must be notified to the insurance company.
32*	Compliance with any insurance conditions	Evidence of conditions on your policy and be able to demonstrate them	This may be a requirement to have locks on all windows, for instance.

#### NOTICES ON DISPLAY

33*	Health and Safety Poster	Poster on display	Village hall management committee has same duty of care to volunteers as employees
34*	Location and contact details for hall	Full address and postcode on display 'What Three Words' Contact details for a member of the committee	In case of emergency hirers will need these details. Committee member should be willing to have their contact details on display.
35*	<b>Premises Licence Summary or copy</b>	Licence on display unless evidence provided that it is not needed.	
36*	<b>At least one legible, No Smoking, sign displayed at the premises</b>	It is a legal duty to display at least one legible no-smoking sign	
37*	Certificate of membership of local ACRE Network member where appropriate.	I'm Supporting SCT Window Sticker on display	

#### MAINTENANCE: OUTSIDE OF HALL

38*	Evidence that outside of hall is well maintained e.g. free of litter, gutters free of debris, planted areas are well maintained, doors and windows in good condition.	View and note	
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#### MAINTENANCE: INSIDE OF HALL

39*	Evidence that inside of hall is well maintained, clean and tidy, e.g. main hall decoration is in fair to good condition; kitchen is adequate and clean and the equipment is in safe condition; toilets are adequate and clean; furniture is in fair to good condition.	View and note	
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For more information on any of the above see ACRE Information Sheets:

**VHIS: 7: Village hall insurance cover**

**VHIS17: Trustees - roles and responsibilities**

**VHIS: 41: Accounting and village halls**

**VHIS: 9: Entertainment in village halls**

**VHIS: 40: Village halls and their governing documents**

**ACRE Model Hiring Agreement**